



VACANCY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA - SAN SALVADOR

No. 17-01

Procurement Agent Position Vacancy

Date:
1/3/2017

OPEN TO: All Interested Candidates/All Sources

POSITION: Procurement Agent FSN-7, FP-7 (**two positions**)

OPENING DATE: January 3, 2017

CLOSING DATE: January 12, 2017

WORK HOURS: Full time; 40 hours/week

SALARY: Locally Employed Staff: \$15,836 (Starting salary: BR + Allowances)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in San Salvador is seeking eligible and qualified applicants for the two Procurement Agent positions in the International Narcotics and Law Enforcement Office (INL).

BASIC FUNCTION OF THE POSITION

Incumbent will conduct market research worth approximately \$10 million of INL's acquisitions per year, which includes Independent Government Cost Estimates (IGCE), drafting procurement documents related to sole source purchases and source/origin waivers. Incumbent will enter these and other supporting documents in the system. Incumbent must coordinate with management agencies at post and mid to high level officers in the government of El Salvador in order to carry out the duties and responsibilities previously mentioned. Incumbent must be able to visit INL projects in several locations nationwide.

For a complete description of the position listing all duties and responsibilities please see page 6 of this announcement.

QUALIFICATIONS REQUIRED

IMPORTANT: Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** A minimum of two years of general college or university studies is required.
2. **EXPERIENCE:** A minimum of three years of experience working with an international organization or in a multi-cultural setting in the procurement field is required.
3. **LANGUAGE:**
English: Level III (Working knowledge) Speaking/Reading is required.
Spanish: Level IV (Fluent knowledge) Speaking/Reading is required.
(Applicants will be tested at the level of language proficiency required in order to be eligible to move on to the interview stage.) These are not FSI levels, but are similar.
4. **KNOWLEDGE:** Must possess working knowledge of procurement and standard office procedures. Knowledge of technical security equipment vendors and their locations in El Salvador is required.
5. **SKILLS AND ABILITIES:** Must possess negotiation and good communication skills to obtain quotes for products and services fast. Must be proficient in Microsoft Office Suite.
6. **OTHER:** Must possess a valid driver's license, pass required medical clearances and meet all regulations as an incidental driver of U.S. Government vehicles. **(Must attach a copy of driver's license.)**

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. **Candidates who are EFMs, USEFMS, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.**
5. **Must be able to obtain and hold a non-sensitive security certification.**

TO APPLY

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website http://sansalvador.usembassy.gov/job_opportunities.html in the "Download Application" box;
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, essays, certificates, awards, etc.) that addresses the qualification requirements of the positions as listed above.

IMPORTANT: U.S. EFMs claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

SUBMIT APPLICATION TO

Human Resources Office
American Embassy San Salvador
SanSalvadorHR@state.gov

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A- DEFINITION

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**

- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

NOTE: Non-US EFM, MOHs, EFM not under COM authority, US dependents of contractors, and US Citizen ORs do not receive a hiring preference.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and

- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws

CLOSING DATE FOR THIS POSITION: January 12, 2017

Cleared: FMO/INL
Approved: HRO:PANTHES



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COMPLETE DESCRIPTION OF POSITION

- **PROCUREMENT/ACQUISITION SUPPORT : 75% of time**

Incumbent supports an average of 150 INL program driven procurements per year, that range from three thousand dollars up to \$1.5 Million with a total value of approximately \$10 million per year. The job holder works with the post's General Services Office (GSO) procurement, INL Resources Management (INL/RM) procurement in Washington DC and the INL Acquisitions Office (INLAQ) to complete procurement.

Incumbent will be a designated credit card holder with monthly purchases from \$3,000.00 up to \$25,000.00 limit. Incumbent will be required to complete the logistic process which includes, but not limited to drive INL vehicles and move boxes (with the procured equipment) from vendors to the warehouse. Incumbent will supervise the delivery of equipment and escort vendors while they are delivering at the Embassy's warehouse. Works with other agencies' program managers and section chiefs at post to ensure that the Statements of Work (SOW) and technical specifications for supplies/services to be purchased are complete and appropriate. Incumbent must possess a valid driver's license to conduct market research to include identifying sources of supplies/services and obtaining pricing information via price/cost analysis and creating independent government estimates as needed.

Ensures adequate funding is available for items to be procured and makes all required entries to the procurement system Integrated Logistics Management System's (ILMS) ARIBA.

Daily follow up with the other INL's Procurement Team members all procurement actions, this includes working with shipping and customs clearance issues and keeping personnel informed on the status of the procurements. Job holder assists in the drafting and implementation of procurement related documents such as Justifications for Other than Full and Open Competition (JFOC), waivers to the Buy American Act and assists in the formulation and revision of processes and policies in relation to INL procurements.

- **ADMINISTRATIVE DUTIES: 25 % of time**

Prepares official correspondence, reports, donation letters, memorandums and messages as required, in English and Spanish. Maintains centralized and organized files. Assists the INL Procurement Team and all INL officers with special projects, coordinates meetings, seminars, and regional conferences as needed. Manages procurement related meetings and appointments and provides translation support when needed. Briefs supervisor, INL Director, mission's agencies, and GOES authorities and others on the current status of procurement actions and any difficulties involved. May be required to escort visitors to GOES offices and project sites where procurement issues are involved.

Assists in the receiving and distribution of INL-funded supplies and equipment and assists with the donation process to Government of El Salvador security offices. Assists in maintaining the donated equipment's data base and assists with the annual statutorily mandated End Use Monitoring Report. Prepares Credit Card related documents and monthly reports, advance acquisition charts and updates the INL status of purchase requests on a daily basis.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to follow any other instructions and to perform any other duties requested by his or her agency